

Multifamily Tenant Characteristics System (MTCS)



**Appendix A – Level of Information
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1. Summary

To access most MTCS reports, you must select a 'level of information' from the *Selection Menu*.

This guide helps users to:

- Understand the access limitations associated with 'level of information' selection
- Understand the step-by-step processes needed to select each 'level of information'

2. Report Access Limitations

The selection of 'Level of Information' may affect the ability to view some reports.

Levels of Information:

- National
- State
- Field Office
- Metropolitan Area
- County
- City or Locality
- Housing Agency
- Project
- Congressional District

Selection of the 'Metropolitan Area,' 'County,' 'City or Locality,' and 'Congressional District' levels of information results in the inability to view some reports.

- Key Management Indicators
- FSS Enrollments
- FSS Enrollee Progress
- FSS Exits
- FSS Delinquencies
- Over- and Under-housed
- Mobility and Portability
- Changes in Income (TANF)
- Changes in Income (Non-Elderly SSI)
- Changes in Income (Elderly SSI)
- Citizenship*
- Income*

* PHAs only

Note:

- You must view detailed reports, except for the HA Delinquency, at the 'Housing Agency' or 'Project' level of information.
- Section 8 programs do not have projects; you cannot access these reports at the 'Project' level.

3. Level of Information Options

From the *Selection Menu*,

- Use your mouse to select the 'level of information' that meets your reporting needs

3.1 National Data

1. Use your mouse to select the *National* level of information
2. Click on the *Report Menu* button

3.2 State Data

1. Use your mouse to select the *State* level of information
2. Choose a state from the drop-down box that automatically appears
 - ⇒ Type in the first letter of the state, and your cursor automatically goes to the first state that begins with that letter. Keep typing that letter until the state you want is highlighted.
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one state.
3. Use your mouse to click on the *Report Menu* button

3.3 Field Office Data

1. Use your mouse to select the *Field Office* level of information
2. Choose a field office from the drop-down box automatically appears
 - ⇒ Type in the first letter of the field office, and your cursor automatically goes to the first field office that begins with that letter. Keep typing that letter until the field office you want is highlighted.
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one field office.
3. Use your mouse to click on the *Report Menu* button

3.4 Metropolitan Area Data

Use your mouse to select the *Metropolitan Area* level of information

- Two options automatically appear: *Within US* and *Within a State*

3.4.1 Within US

1. Use your mouse to select the *Within US* level of information
2. Choose a metropolitan area from the drop-down box that appears
 - ⇒ Type in the first letter of the metropolitan area, and your cursor automatically goes to the first metropolitan area that begins with that letter. Keep typing that letter until the metropolitan area you want is highlighted.
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one field metropolitan area.
3. Use your mouse to click on the *Report Menu* button

3.4.2 Within a State

1. Use your mouse to select the *Within a State* level of information
2. Choose a state from the drop-down box that appears
 - ⇒ Type in the first letter of the state and your cursor automatically goes to the first state that begins with that letter. Keep typing that letter until the state you want is highlighted.
1. Use your mouse to click the *MSA* button

MSA List

2. Choose a metropolitan area
 - ⇒ Type in the first letter of the metropolitan area and your cursor automatically goes to the first metropolitan area that begins with that letter. Keep typing that letter until the metropolitan area you want is highlighted.
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to more than one field metropolitan area.
4. Use your mouse to click on the *Report Menu* button

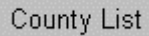
3.5 County Data

1. Use your mouse to select the *County* level of information
 - Two options automatically appear: 'Within a State' and "Within a State and Metropolitan Area"

3.5.1 Within a State

1. Use your mouse to select the *Within a State* level of information
2. Choose a state from the drop-down box that appears
 - ⇒ Type in the first letter of the state, and your cursor automatically goes to the first state that begins with that letter. Keep typing that letter until the state you want is highlighted.

1. Use your mouse to click on the *County List* button

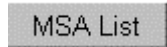


2. Choose a county
 - ⇒ Type in the first letter of the county, and your cursor automatically goes to the first county that begins with that letter. Keep typing that letter until the county you want is highlighted.
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one county.
1. Use your mouse to click on the *Report Menu* button

3.5.2 Within a State and Metropolitan Area

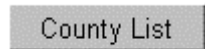
1. Use your mouse to select the *Within a State and Metropolitan Area* level of information
2. Choose a state from the drop-down box that appears
 - ⇒ Type in the first letter of the state, and your cursor automatically goes to the first state that begins with that letter. Keep typing that letter until the state you want is highlighted.

1. Use your mouse to click the *MSA* button



2. Choose a metropolitan area
 - ⇒ Type in the first letter of the metropolitan area, and your cursor automatically goes to the first metropolitan area that begins with that letter. Keep typing that letter until the metropolitan area you want is highlighted.

4. Use your mouse to click on the *County List* button



5. Choose a county
 - ⇒ Type in the first letter of the county, and your cursor automatically goes to the first county that begins with that letter. Keep typing that letter until the county you want is highlighted.
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one county.
4. Use your mouse to click on the *Report Menu* button

3.6 City or Locality Data

1. Use your mouse to select the *City or Locality* level of information
 - Three options automatically appear: *Within a State*, *Within a State and Metropolitan Area*, *Within a State and County*

3.6.1 Within a State

1. Use your mouse to select the *Within a State* level of information
2. Choose a state from the drop-down box that appears
 - ⇒ Type in the first letter of the state, and your cursor automatically goes to the first state that begins with that letter. Keep typing that letter until the state you want is highlighted.
1. Use your mouse to click on the *City or Locality List* button

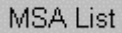
City or Locality List

2. Choose a city or locality
 - ⇒ Type in the first letter of the city/locality, and your cursor automatically goes to the first city/locality that begins with that letter. Keep typing that letter until the city/locality you want is highlighted.
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one city/locality
1. Use your mouse to click on the *Report Menu* button

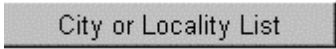
3.6.2 Within a State and Metropolitan Area

1. Use your mouse to select the *Within a State and Metropolitan Area* level of information
2. Choose a state from the drop-down box that appears
 - ⇒ Type in the first letter of the state, and your cursor automatically goes to the first state that begins with that letter. Keep typing that letter until the state you want is highlighted.

1. Use your mouse to click the *MSA* button

A rectangular button with a light gray background and a thin black border. The text "MSA List" is centered in a black, sans-serif font.

- ⇒ Type in the first letter of the metropolitan area, and your cursor automatically goes to the first metropolitan area that begins with that letter. Keep typing that letter until the metropolitan area you want is highlighted.
4. Choose a metropolitan area
 5. Use your mouse to click on the *City or Locality List* button

A rectangular button with a light gray background and a thin black border. The text "City or Locality List" is centered in a black, sans-serif font.

6. Choose a city or locality
 - ⇒ Type in the first letter of the city/locality, and your cursor automatically goes to the first city/locality that begins with that letter. Keep typing that letter until the city/locality you want is highlighted.
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one city/locality.
4. Use your mouse to click on the *Report Menu* button

3.6.3 Within a State and County

1. Use your mouse to select the *Within a State and County* level of information
2. Choose a state from the drop-down box that appears
 - ⇒ Type in the first letter of the state, and your cursor automatically goes to the first state that begins with that letter. Keep typing that letter until the state you want is highlighted.

1. Use your mouse to click the *County* button

County List

- ⇒ Type in the first letter of the county, and your cursor automatically goes to the first county that begins with that letter. Keep typing that letter until the county you want is highlighted.
4. Choose a county
 5. Use your mouse to click on the *City or Locality List* button

City or Locality List

4. Choose a city or locality
 - ⇒ Type in the first letter of the city/locality, and your cursor automatically goes to the first city/locality that begins with that letter. Keep typing that letter until the city/locality you want is highlighted.
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one city/locality.
5. Use your mouse to click on the *Report Menu* button

3.7 Public Housing Agency Data

Use your mouse to select the *Public Housing Agency* level of information

- Three options automatically appear: *Within a State*, *Within a State and County*, *Within a Field Office*

3.7.1 Within a State

1. Use your mouse to select *Within a State* level of information
2. Choose a state from the drop-down box that appears
 - ⇒ Type in the first letter of the state, and your cursor automatically goes to the first state that begins with that letter. Keep typing that letter until the state you want is highlighted.
5. Use your mouse to click on the *HA List* button

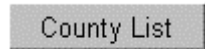
A rectangular button with a light gray background and a thin black border. The text "HA List" is centered on the button in a black, sans-serif font.

4. Choose a PHA
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one PHA
4. Use your mouse to click on the *Report Menu* button

3.7.2 Within a State and County

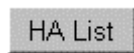
1. Use your mouse to select the *Within a State and County* level of information
2. Choose a state from the drop-down box that appears
 - ⇒ Type in the first letter of the state, and your cursor automatically goes to the first state that begins with that letter. Keep typing that letter until the state you want is highlighted.

1. Use your mouse to click on the *County* button



2. Choose a county
 - ⇒ Type in the first letter of the county, and your cursor automatically goes to the first county that begins with that letter. Keep typing that letter until the county you want is highlighted.

1. Use your mouse to click on the *HA List* button

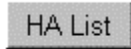


2. Choose a PHA
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one PHA
1. Use your mouse to click on the *Report Menu* button

3.7.3 Within a Field Office

1. Use your mouse to select the *Within a Field Office* level of information
2. Choose a field office from the drop-down box that appears
 - ⇒ Type in the first letter of the field office, and your cursor automatically goes to the first field office that begins with that letter. Keep typing that letter until the field office you want is highlighted.

1. Use your mouse to click the *HA* button



2. Choose a PHA
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one PHA

1. Use your mouse to click on the *Report Menu* button

3.8 Project Data

Use your mouse to select the *Project* level of information

- Five options automatically appear: *Within a State*, *Within a State and Metropolitan Area*, *Within a State and County*, *Within a State and City or Locality*, *Within a Public Housing Agency*

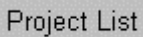
3.8.1 Within a State

1. Use your mouse to select the *Within a State* level of information

2. Choose a state from the drop-down box that appears

⇒ Type in the first letter of the state, and your cursor automatically goes to the first state that begins with that letter. Keep typing that letter until the state you want is highlighted.

1. Use your mouse to click on the *Project List* button

A rectangular button with a light gray background and a thin black border. The text "Project List" is centered on the button in a black, sans-serif font.

2. Choose a project

⇒ Type in the first letter of the project, and your cursor automatically goes to the first project that begins with that letter. Keep typing that letter until the project you want is highlighted.

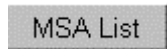
⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one project.

1. Use your mouse to click on the *Report Menu* button

3.8.2 Within a State and Metropolitan Area

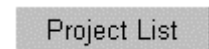
1. Use your mouse to select the *Within a State and Metropolitan Area* level of information
2. Choose a state from the drop-down box that appears
 - ⇒ Type in the first letter of the state, and your cursor automatically goes to the first state that begins with that letter. Keep typing that letter until the state you want is highlighted.

1. Use your mouse to click the *MSA* button



2. Choose an MSA
 - ⇒ Type in the first letter of the metropolitan area, and your cursor automatically goes to the first metropolitan area that begins with that letter. Keep typing that letter until the metropolitan area you want is highlighted.

1. Use your mouse to click on the *Project List* button



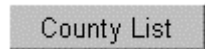
2. Choose a project
 - ⇒ Type in the first letter of the project, and your cursor automatically goes to the first project that begins with that letter. Keep typing that letter until the project you want is highlighted.
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one project.

1. Use your mouse to click on the *Report Menu* button

3.8.3 Within a State and County

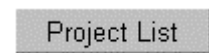
1. Use your mouse to select the *Within a State and County* level of information
2. Choose a state from the drop-down box that appears
 - ⇒ Type in the first letter of the state, and your cursor automatically goes to the first state that begins with that letter. Keep typing that letter until the state you want is highlighted.

1. Use your mouse to click the *County* button



2. Choose a county
 - ⇒ Type in the first letter of the county, and your cursor automatically goes to the first county that begins with that letter. Keep typing that letter until the county you want is highlighted.

1. Use your mouse to click on the *Project List* button

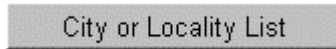


2. Choose a project
 - ⇒ Type in the first letter of the project, and your cursor automatically goes to the first project that begins with that letter. Keep typing that letter until the project you want is highlighted.
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one project.
1. Use your mouse to click on the *Report Menu* button

3.8.4 Within a State and City/Locality

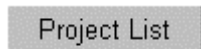
1. Use your mouse to select the *Within a State and City/Locality* level of information
2. Choose a state from the drop-down box that appears
 - ⇒ Type in the first letter of the state, and your cursor automatically goes to the first state that begins with that letter. Keep typing that letter until the state you want is highlighted.

1. Use your mouse to click the *City/Locality* button



2. Choose a city or locality
 - ⇒ Type in the first letter of the city/locality, and your cursor automatically goes to the first city/locality that begins with that letter. Keep typing that letter until the city/locality you want is highlighted.

1. Use your mouse to click on the *Project List* button



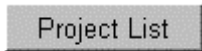
2. Choose a project
 - ⇒ Type in the first letter of the project, and your cursor automatically goes to the first project that begins with that letter. Keep typing that letter until the project you want is highlighted.
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one project.

1. Use your mouse to click on the *Report Menu* button

3.8.5 Within a Public Housing Agency

1. Use your mouse to select the *Within a Public Housing Agency* level of information
2. Choose a PHA from the drop-down box that appears
 - ⇒ Type in the first letter of the housing agency code, and your cursor automatically goes to the first housing agency that begins with that letter. Keep typing that letter until the housing agency you want is highlighted.

1. Use your mouse to click on the *Project List* button



2. Choose a project
 - ⇒ Type in the first letter of the project, and your cursor automatically goes to the first project that begins with that letter. Keep typing that letter until the project you want is highlighted.
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one project.

1. Use your mouse to click on the *Report Menu* button

3.9 Congressional District Data

Use your mouse to select the *Congressional District* level of information

- Two options automatically appear: *Within US* and *Within a State*

3.9.1 Within US

1. Use your mouse to select the *Within US* level of information
2. Choose the Congressional District from the drop-down box that appears
 - ⇒ Type in the first letter of the Congressional District, and your cursor automatically goes to the first Congressional District that begins with that letter. Keep typing that letter until the Congressional District you want is highlighted.
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one district.
1. Use your mouse to click on the *Report Menu* button

3.9.2 Within a State

1. Use your mouse to select the *Within a State* level of information
2. Choose a state from the drop-down box that appears
 - ⇒ Type in the first letter of the state, and your cursor automatically goes to the first state that begins with that letter. Keep typing that letter until the state you want is highlighted.

1. Use your mouse to click the *District* button



2. Choose a district
 - ⇒ Type in the first letter of the Congressional District, and your cursor automatically goes to the first Congressional District that begins with that letter. Keep typing that letter until the Congressional District you want is highlighted.
 - ⇒ Use your mouse and hold down the [Shift] key simultaneously to choose more than one district.
1. Use your mouse to click on the *Report Menu* button